



Final Plat Checklist

This checklist is a guide for submitting complete and accurate plans to the city. See your project's DR, PP, ZN, UP, the Design Standards & Policies Manual (DS&PM), and contact your Project Coordinator for specific requirements.

A. Cover Sheet--Civil

- ☐ 1. Vicinity Map showing nearby major streets and landmarks.
- ☐ 2. Legal Description, including the Township/Range.
- ☐ 3. Dedication language and ratification.
- ☐ 4. Notary Acknowledgement.
- ☐ 5. Signature block form.
- ☐ 6. Signatures, as required.
- ☐ 7. Warranty note.
- ☐ 8. Distance to nearest airport and any required notes.
- ☐ 9. Assured Water Supply notes.
- ☐ 10. Private Street note.
- ☐ 11. Site Distance Easement note.
- ☐ 12. Note regarding allowed improvements within public utility easements (construction shall be limited to wood, wire, or removable section type fencing).
- ☐ 13. Note maintenance responsibility of all tracts and easements.

B. Cover Sheet--Planning

- ☐ 1. Zoning, including all applicable zoning case numbers
- ☐ 2. Subdivision name
- ☐ 3. Gross area of subdivision, minimum and average lot size
- ☐ 4. Typical lot setbacks discouraged; if necessary, absolute accuracy.
- ☐ 5. NAOS, HC, Scenic Corridor, tract, landscape buffer, or other such dedication language.
- ☐ 6. Legend or Key of Abbreviations—ensure all acronyms used on plat are listed in legend.

C. General--Civil

- ☐ 1. Note of conformance with preliminary plat stipulations.
- ☐ 2. Note of conformance with Traffic Stipulation Requirements for Circulation and Refuse (PUE, VNAE, SDE) and Traffic Ordinance requirements (Matrix of r/w, PTE, VNAE).
- ☐ 3. Scale: 1" = 100' or 1" = 50', if less than 10 acres.
- ☐ 4. Sheet size 24" x 36".
- ☐ 5. Seal and signature of state registered Land Surveyor, including standard note.
- ☐ 6. Subdivision ties to fractional corners.
- ☐ 7. Exception areas labeled "Not part of this plat".
- ☐ 8. All existing dedications and easements labeled with Maricopa County Recorder's Book-Page and Docket No.

Planning & Development Services Department

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Final Plat Checklist (continued)

- ☐ 9. All adjacent dedications (within 150 feet of property) labeled with book and page, docket number if a street, labeled "unsubdivided" if no book page.
- ☐ 10. Note that street names conform to MAG Standards and city's GIS assigned street names (copy of preliminary plat is marked up in PP file).
- ☐ 11. Check for conformance to County Recorder's requirements (no shadowing, no overlapping type on line work, and minimum 11-point font).

D. General--Planning

- ☐ 1. Conformance with preliminary plat and zoning stipulations.
- ☐ 2. Conformance with the approved preliminary plat layout.
- ☐ 3. Property lines and dimensions of all areas.
- ☐ 4. Lot area and width complies with development standards
- ☐ 5. All lots shall have legal access.

E. Identify on Plat--Civil

- ☐ 1. Right-of-way lines.
- ☐ 2. Bearings and distances of all property lines and street courses.
- ☐ 3. Width/dimensions of all streets, alleys, easements, etc. and conform to stipulated requirements.
- ☐ 4. Points of tangencies, central angles of all curvilinear streets, and radius of all rounded street line intersections.
- ☐ 5. Check to ensure all tracts shown by consecutive letter. All areas within the plat boundary not occupied by lots or public streets shall be shown as a tract.
- ☐ 6. Corners set or found.

F. Identify on Plat--Planning

- ☐ 1. Note the ownership, use, and maintenance of tracts and any land not used for residential lots.
- ☐ 2. Required trail easements.
- ☐ 3. Required site distance easements at intersections
- ☐ 4. NOTE: homeowners Association responsible for maintenance of exterior perimeter walls.
- ☐ 5. Prevent conflicts of proposed easements, such as a wall easement over a drainage easement, cross access over NAOS, or a wall easement over a PUE.

G. Other Required Information--Civil

- ☐ 1. Title Report.
- ☐ 2. Results of Survey.
- ☐ 3. Resolutions/partnership exhibits.
- ☐ 4. Streetlight Improvement District layout.
- ☐ 5. Streetlight Improvement District petition.
- ☐ 6. City Council Final Plat exhibits may require an electronic (.pdf) copy.
- ☐ 7. Submit a digitized electronic copy of the final plat. See DS&PM Section 3-1.700 for specific requirements.

H. Other Required Information--Planning

- ☐ 1. Detailed NAOS calculations and exhibit on separate sheet (24"x36".)
- ☐ 2. List of area amounts in lots and tracts minus NAOS on 8.5" x 11".
- ☐ 3. Table of on-lot NAOS requirements on 8.5" x 11", if applicable.